

The NATIONAL *Secretary*

Volume 8

Number 3

MAY, 1943



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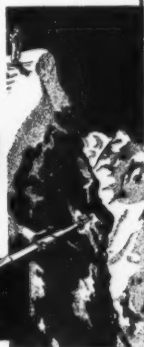
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THE NATIONAL SECRETARY

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**The National Association
of School Secretaries**

**MAY
1943**

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Greetings from A. C. Flora

President, National Education Association



A. C. Flora

system of America—you are the silent firemen who keep the steam up for pushing our schools ever onward—you are the hub of the great wheel, in you the spokes all center and from you they all emanate. I acclaim you real educators of America! Without your efficient, untiring, painstaking, conscientious services we administrators could not carry on efficiently. The old adage "the power behind the throne" or "the man behind the gun" might well be applied to you. You are the oil that keeps the machinery running smoothly.

Greetings to you, the school secretaries of America! As I have traveled over the country in the capacity of your National Education Association president, an opinion already firmly rooted has become even stronger—you are the key people in this great school

I doubt seriously if a superintendent in America fully realizes the many "kinks" you iron out, the "shocks" you absorb, or the "Jobs" you have to be. The services you render are legion—to the administration, to the teachers, to the student body, to the Parent-Teacher Association, to civic clubs, to service clubs, to various organizations, and to the community at large. You are not only the hub of the wheel of the school system, but also of its various ramifications.

During the past two years when teachers have been called upon so frequently to render service of various kinds to the government, you have borne your full share of all this responsibility. Mr. Theodore Noyes, editor of The Evening Star of Washington, D. C., recently wrote an editorial entitled, "Again — The Teachers," in which he sings the praises of the teachers throughout the land for their unstinted service and adds "when distinguished service crosses are issue for gallantry on the home front, the first to wear them should be our teachers." And when the teachers are so decorated, we shall all look around for distinguished service crosses on the secretaries!

More power to you!

Cancellation of Indianapolis Convention

March 4, 1943

To Presidents and Secretaries
of Departments and Allied Groups:

The Executive Committee of the National Education Association recently met for two days and seriously considered all possibilities concerning the holding of the regular annual summer convention. In light of the present nationwide transportation situation and other wartime conditions, it was decided that the holding of the regular convention this year was out of the question.

* * *

Under the above conditions, the general convention activities for this year are suspended. Such suspension includes meetings of departments and allied groups, general sessions of the Association, exhibits and the various social events. We shall be very glad to assist or advise you in any problems that may arise through this action of suspension.

Yours very sincerely,

A. C. FLORA, President
National Education Association



PRESIDENT'S MESSAGE

BETTY ZIMMERMANN

The cancellation of our annual meeting in Indianapolis was not unexpected, but nevertheless, it was a great disappointment to many of our members. Some of us have for several years planned our vacations so that we would be in the convention city at the time of our June meeting, and then we would travel leisurely in the nearby vicinity for a few days or weeks. This year we are deprived of that pleasure and of the privilege of the usual fellowship with girls from all sections of the country who gather to take part in the convention activities. Many acquaintances made at meetings of our group have blossomed into lasting friendships, and some of us have "pen-pals" in most of the states in the union. Those of you who will travel this summer, please be sure to contact a school secretary in the city you visit or pass through.

I should like to take this opportunity to thank my fellow officers and co-workers for their assistance and encouragement throughout the year. I should like also to express my appreciation to the members of our Association for their sustained loyalty during my incumbency. Their friendly messages of good-will are genuinely appreciated and cherished. We are all working to further the objectives of our National Association, and it is only through the combined efforts of all members that we will attain our goal.

After a restful summer, we should return to our desks with renewed energy and a determination to work just a little harder than before. The new and unused future lies before us; let us all make the best of our opportunities.

All of us look forward to the days when the world is free and our convention activities will again be resumed.

Lest We Forget

The purpose and aim of the National Association of School Secretaries is to elevate the standards of the group and through organization to pool our ideas and ideals toward a finer and more efficient service to the school and to the community.

Education In a Relocation Center

DR. JOHN C. CARLISLE

Dr. Carlisle has had various kinds of educational experience, having taught in junior high school, senior high school, and college. A former high school principal and district superintendent, he is now associate professor of education and assistant to the president at the Utah State Agricultural College. From September to December of 1942 he was on leave of absence from the College to act as Superintendent of Education in the Central Utah Project of the W. R. A. at Delta, Utah.

Among the many innovations that have come to America as a by-product of the war are the "relocation centers"—ten communities, most of them in the West, where some 112,000 individuals of Japanese ancestry are living more or less as wards of the federal government. The agency controlling them is the War Relocation Authority, a division of the Office for Emergency Management. The communities in which these people live were built under army supervision. The people, themselves, hope sometime to return to normal American life.

A detailed account of how all this came about would be too long and involved to be included here. Like the war itself, for the persons concerned, events developed rapidly. Immediately after Pearl Harbor, December 7, 1941, military reasons seemed to make it imperative that individuals of Japanese ancestry be moved from the critical defense area comprising our Pacific Coast and Southern Arizona. For several weeks voluntary evacuation was urged. For one reason or another this did not prove entirely satisfactory. Finally in March of 1942 temporary relocation centers were acquired and the Japanese—all of them within a designated military area—were moved into these centers.

The individuals who later came to the settlement at Topaz, Utah, were first "relocated," moved into, a race track south of San Francisco, where temporary living quarters had been arranged. It was here at Tanforan that these Japanese Americans demonstrated their faith in at least one aspect of American life—universal public education. With the approval of a government-appointed Caucasian superintendent they organized a series of schools which provided education for every one from those in the nursery school up to and including those in adult education. This achievement is



Dr. John C. Carlisle

all the more important when it is recalled that teaching had been an occupation not ordinarily open to the Japanese in our country. When the test came, however, they simply went among their people, many of whom were college graduates, and selected teachers from the volunteers. In this way the schools were staffed. Books and materials were obtained from various sources. Classes were organized, in one case six meeting at one time in the same room, and a system of American education was put into operation. Undoubtedly these volunteer efforts had much to do with the subsequent decision of the W. R. A. to include opportunities for education as a part of the regular government financed services provided for all residents of the various centers. In any event such services were made available.

(Continued on Page 28)

The Editor's Message

ANNE J. CRITCHLOW



This year has been a test for school secretaries as well as other workers. Most of us will have an opportunity to rest a bit from the winters' hecticness. Many will rush immediately into some kind of summer defense work or will give generously of their time to volunteer activities as they were not able to do in the busy months of the school year. Distant pastures will look irresistibly green to some and the armed forces will take others. With them go our best wishes. However, in the fall most of us will be smiling our welcome to teachers, principals, supervisors, and superintendents—thrilled to death to get back to work after a lovely and interesting summer, thank you.

While we are working at other things this summer let us not forget that our real job—the work that brings in our bread—yes and our butter—is that of being a school secretary. To this we owe all of the striving, all of the learning, all of the daring in us. Let us be loyal to the job that gives us a vacation. Let us thrill about our work when we are not doing it. Let us even brag a bit about it. And then, when the new year starts, let us pitch in and boost for ourselves. We must rely upon our own efforts to obtain that for which we strive. We cannot depend upon members of other groups to get us what we want.

The other day, during a discussion about the thwarted efforts of non-teaching employees to obtain the passage of retirement bills in legislatures, a head of a department was accused of discouraging his secretaries from joining their organizations. He retorted, "I haven't said anything for the organizations and I haven't said anything against them." How typical of our own enthusiasms sometimes! Let's get going this year—and say things for our profession."

A verse from Robert Browning's *Rabbi Ben Ezra* seems made for us now and in the peaceful days to come:

Then, welcome each rebuff
That turns earth's smoothness rough,
Each sting that bids nor sit nor stand but go!
Be our joys three-parts pain!
Learn, nor account the pang; dare, never grudge the throe!

"Strive," "learn," "dare!" These are words—not for slackers, but for the men and women who are going into the struggle of this day's war. They are the ideas behind the "chin-up," "carry-on," "we can take it" patter of today. They may well be our slogan—although we sit at desks and feel that our lives are not full of adventure.

Your Convention Comes To You

BETTY ZIMMERMAN

President, National Association of School Secretaries

Another school year is drawing to a close. It has been a year of change and challenge!

Last July, as we bade farewell to our friends and acquaintances after a week's sojourn in beautiful Colorado, we looked forward to a year crammed full of work and then another glorious week renewing acquaintances and meeting friends again at our annual convention. Our meetings have always offered many concrete suggestions for the solution of our problems, and we have always felt that it was imperative that we meet occasionally to learn new practices and to evaluate our own.

However, this year the Office of Defense Transportation has curtailed all inter-city travel and the government has requested that no conventions be held. The executive committee of the National Education Association has cancelled the regular summer convention of the Association which was scheduled to be held in Indianapolis, Indiana, beginning on June 25th. The suspension of the general convention activities includes the meetings of all departments and allied groups.

This is the first cancellation of a national meeting since the inception of the National Association of School Secretaries, and the prohibition against conventions will probably continue for the duration of the present crisis.

All year the officers, members of the executive committee, and chairmen of the various committees have worked diligently to maintain the standards set up by previous administrations.

Virginia Halsey has been our honorary president and general adviser.

Anne Critchlow has demonstrated the wise choice made when she was asked to edit the magazine. She is no longer a novice, and letters of praise and appreciation of her work have come from all sections of the country. Anne has been ably assisted by Constance King, and the team

of Connie and Anne is truly a remarkable one. Connie has also acted as chairman of the committee on elections.

Due to present conditions, it has been a decided hardship to secure the usual amount of advertising to finance the magazine, and we are fortunate indeed to have Margaret Kernan continue as advertising manager. Peg has been as successful as usual this year despite the many obstacles brought on by world affairs.

Martha Painter, the elected treasurer, was forced to resign due to the fact that she entered private industry. The executive committee sanctioned the appointment of Edna Atkinson of Oak Park, Illinois, and she has efficiently fulfilled all expectations.

The change in handling the membership campaign has proved very satisfactory and has divided the responsibility and work. Helen Aitken has acted as director of membership and has been assisted by Mildred Farnar, Grace Holt, and Sara Milner as sectional chairmen. They in turn have been helped by state chairmen, who were responsible for the membership in the individual states. Despite the tremendous turn-over of personnel in school offices, our membership is only slightly under that of last year. The ground work has been laid and the gospel spread, and many girls who are new in the school systems this year will no doubt become members of our group in the fall.

Eleanor Dearden has efficiently guided the activities of the Advisory Council and affiliated groups and has been assisted by Katherine Mitchell.

Sara Milner accurately kept the file of membership records and throughout the year prepared the labels for the magazine and notices sent to the members.

Alberta Cordier, with the assistance of Doris Bonar and the other Denver girls, sent a copy of the professional study project to all members. She is working on

a more detailed report of various captions of this study, and her findings should be of interest and help to every school secretary in the country.

Mary Bowers, who was appointed chairman of the Indianapolis meeting, spent many hours on plans for the entertainment and pleasure of visitors to the summer meeting.

Irene Perkins has prepared publicity and plans to complete material this summer to be sent out in the fall.

The officers have been on the job the year 'round. They have taken the changes in their stride and have met each challenge. They pledge themselves anew to try to serve you and the Association to the best of their ability throughout the coming year. They will miss the kindly advice and counsel given by Helen Aitken and Kay Mitchell during the past years. Helen has served the Association faithfully, first as state membership chairman for California and for the last three years as National Membership Chairman and vice president. Kay has been an executive committee member for four years, during which time she has been in charge of convention delegate allowances and assisted the chairman of the Advisory Council. Though Helen and Kay will no longer serve our Association in an official capacity, their loyalty and friendship will continue as before.

The National Association of School Secretaries will reverse the usual procedure this year and go to its members for the annual convention through the medium of its publication, "The National Secretary," instead of the members going to the convention.

The annual reports of the committees follow:

MEMBERSHIP COMMITTEE

Helen Kay Aitken, Chairman

Four types of membership are offered in our organization:

The Active Membership is open to all persons engaged in clerical or secretarial work in the educational systems of the United States. Such members are entitled to good standing, to hold office to vote, to receive the National maga-

zine, and to participate in discussions at meetings of the Association. Dues are \$1.00 annually.

The Associate Membership is open to school secretaries who, upon entering other fields of endeavor or retiring to private life, still desire to keep in touch with the National Association. The holder is entitled to all privileges extended active members, except that of holding office and voting. Dues are \$1.00 annually.

The Life Membership is extended only to a member who has held office in the Association when actively engaged as a school secretary, but who is no longer in school work. The cost of such membership is \$10.00, and the holder is entitled to all the benefits open to the active member, with the exception of being elected to office or voting.

The Honorary Membership is bestowed in recognition of what the receiver has done for the organization. There are no dues to be paid for this membership. Such a member is entitled to all the privileges extended active members, with the exception of holding office and voting.

Last June in Denver, it was decided to divide the states into three sections, and appoint a sectional chairman over each division. By so doing, much waiting was eliminated for state membership chairmen, because all organization matters could be referred to the nearest sectional chairman under whose supervision the state in question had been placed.

Mrs. Grace Holt, of Phoenix, Arizona, served the states in the west coast locality; Miss Mildred Farner, of Findlay, Ohio, served the northeasterly states; and Miss Sara Milner, of Atlanta, Georgia, took over the southeasterly portion of our country. The National Association is particularly indebted to these three excellent secretaries for the heavy responsibility of the National's membership which, with the cooperation of the state chairmen in their respective divisions, they have carried so ably and willingly this year.

Every school clerk and secretary in this country has gained through the efforts of the National Association. The officers,

sectional and state chairmen of so fine an organization deserve better membership support than was given this year. Let's resolve right now to see that they get it! Let's be sure our dues are sent in for 1943-44, at the first roll call of the year—and then inform others who should join, of the purposes, aims, and accomplishments for the benefit of all school secretaries, of our National Association.

SECTIONAL CHAIRMEN

Mildred Farner

As sectional membership chairman, my territory comprises the states of Connecticut, Illinois, Indiana, Iowa, Maine, Massachusetts, Michigan, Minnesota, New Hampshire, New Jersey, New York, Ohio, Pennsylvania, Rhode Island, Vermont, and Wisconsin, a total of 16 states.

In spite of the fact that the office work in schools and administration offices has increased tremendously this year, the various state chairmen have done remarkably well in their membership work. It was particularly gratifying to note that in the states of Maine, Minnesota, and New York, where heretofore there has been but a few members, there has been an increase in membership. Of course, we are very proud of Michigan and New Jersey who lead all the states in the number of memberships. At the time of writing this report, New Jersey is first with 202 memberships; Michigan is second with 149; and Pennsylvania is third with a membership of 120.

I wish to take this opportunity to thank each and every one of the state chairmen for the splendid piece of work they have done on membership in the face of so many difficulties. It has been a real pleasure to work with you.

Grace B. Holt

My first duty was to appoint membership chairmen in the various states in my section. After writing many letters, I was able to secure chairmen in all but three states. I have written to several members in these three states, but have been unable to secure anyone to serve.

Instructions as to procedure in secur-

ing memberships, together with necessary materials, were mailed out. Reports on progress of all states in the section and additional letters have been mailed to the chairmen at intervals throughout the year.

Only a few states have shown a gain in membership this year. Montana had a gain of 7, Nebraska a gain of 8, and Washington a gain of 9. The others have all shown losses in membership. This is probably due to the defense program and the great turn-over in personnel in the schools. Total membership for the year in my section is 238.

Sara Milner

My work as sectional membership chairman has brought me not new faces for 1943, but certainly new friendships and new experiences. It has not only been interesting, working with our state chairmen, but fun. Several new chairmen have been added to our group and they have showed a grand spirit of cooperation and have proven themselves to be just the sort of workers we need in the National Association.

While the membership in our section is not large, it is larger this year than it was last, and I feel that this is a fact for which to be especially thankful in these wartimes.

I "almost" had the pleasure of a trip to Louisville, Kentucky, where the Kentucky secretaries were hoping to organize a state group, but like so many other groups, they had to call their meeting off because of transportation. So this pleasure is one which I shall hold in prospect for after the war.

South Carolina, another state which is coming to the front in activity and enthusiasm, displayed its interest in what the other fellow is doing by sending a representative to the Georgia state meeting. So I can boast one new face, and a very pleasing personality to go along with it, from a neighboring state. And . . . an invitation is open for me to visit South Carolina. At the first opportunity I expect to take advantage of this and meet some more of my neighbors!

We were lucky to locate a chairman

for North Carolina, who states that since she is to do the job, she is anxious to make it as successful as possible.

REPORT ON AFFILIATION

Eleanor M. Dearden

Unity is essential if the professional status of our group is to be assured for the future. Unity, as the word implies, means a close correlation of effort, not only among secretaries within an association but among the various groups of secretaries in local and state associations.

To achieve this, it is necessary that close contacts be maintained. Accomplishment of this objective is through the medium of affiliation of the local and state associations with the National Association of School Secretaries.

Attempts have been made to contact all known local and state associations of school secretaries and to present to them the Plan for Affiliation for their consideration.

It is unfortunate that the meetings of the Advisory Council had to be eliminated this year due to the cancellation of the February and June meetings of the National Association. Whenever meetings have been held, the members of the Advisory Council have held enthusiastic and purposeful discussions of the problems presented. This has resulted in giving new impetus to local and state groups to initiate measures for the welfare of their groups.

Despite the fact that everyone is submerged in the work of his regular position, we cannot allow interest and membership in the secretaries' associations to decrease. Present unsettled conditions make it more than ever necessary to maintain the high morale of our group if permanent benefits are to ensue.

At the present time the number of associations actually affiliated with the National Association of School Secretaries this year is not so great as during 1941-42, but we expect and hope by the end of June that our numbers in the Advisory Council will at least equal if not surpass those of last year.

PROFESSIONAL STUDY COMMITTEE

Alberta Cordier

The professional study project and war times—are they compatible? What has been your experience as members of the National Association of School Secretaries in promoting study classes during these times? Your officers would like to know how this project is progressing.

As a step in the continuation of the project, the officers delegated to Doris Bonar, former executive committee member of Denver, Colorado, the task of sending to each member of our Association a copy of the preliminary study which she made of the professional study project questionnaires that had been filled out by the members of the Association. The committee now in charge would like to have any reactions that the members of the Association might have regarding this preliminary study. Such reactions will help to give direction to further study of these questionnaires by revealing what phases of the data are of greatest interest to the members.

It is believed that a more detailed study of the educational preparation of those who answered the questionnaire and of the different types of duties performed by them will be significant in future efforts to promote the establishment of professional courses for school secretaries. Such a study should help in the determination of the types of courses most pertinent to the work of the school secretary. As you know from previous reports on the professional study project, some progress has been achieved in different sections of the country toward the establishment of courses in colleges and in the use of evening classes for those now employed in school secretarial work, but the continuation of this work naturally is made more difficult by the war situation. However, there is one phase of training that can go on in spite of the adversities due to the war; and that is in-service training.

Dr. Willard S. Elsbree, professor of education at Teachers College, Columbia University, in his address at the mid-winter meeting of our Association in February, 1941, gave his approval to

"something akin to the workshop idea" as being suitable to the needs of school secretaries. While perhaps nothing that can be dignified by the name of workshop has yet been developed for school secretaries, there are simpler, though similar, plans of action that have great possibilities for stimulating improvement of service. Suggestive of such plans are meetings in which secretaries in the different departments of the school system discuss with the whole group the particular phases of the school system with which they are familiar, when a knowledge of those phases is useful to other secretaries in the system; meetings addressed by heads of departments for the purpose of clarifying new procedures; or meetings of representatives from the secretarial staffs of the different levels of the school system designed for discussion of common problems. Or, as an alternative to conferences, important information can be disseminated through the medium of the secretaries' newspaper or through the issuance from time to time of special bulletins prepared for permanent filing.

It is obvious that the in-service training plan can be effective in filling particular needs that may be felt by those who are meeting everyday problems in their jobs. At present, when there is a much greater turnover in personnel than is normal, and when so many new people are being employed, such in-service training would also be invaluable in helping to familiarize new employees with the intricacies of their new work, and would thus help to promote efficiency throughout the whole organization.

If you have had experience in carrying out an in-service training plan, won't you share your experiences with others in the Association so they may benefit by them? If nothing of this sort has been instituted in your school system, is this the propitious time to make a beginning?

Won't you send your reactions on the preliminary study of the questionnaires and an account of any experiences you have had with regard to professional training to me at 414 Fourteenth Street, Denver, Colorado?

Now that everyone is concentrating on doing his best for the war effort, perhaps the promotion of efficiency in our regular work through in-service training may be our best contribution, and may be the means of making compatible our professional study project and war times.

ADVERTISING REPORT

Margaret V. Kernan

While the National Association of School Secretaries was organized in June, 1934, the first issue of the NATIONAL SECRETARY did not appear until January, 1936. This was mimeographed by Mrs. Helen Haycraft of Washington, our Editor at the time. Six hundred copies were released at a cost of \$14.05. Since then the number of copies has increased to 3,000.

The April, 1936, issue of the National Secretary was printed and included advertisements. From April, 1936, up to and including the present time, advertising receipts have financed the printing and mailing of the National Secretary.

In order to maintain our progress, may I suggest that, no matter how much advertising is secured by the Advertising Manager and Committee, we can secure more as a whole if more secretaries will assist with advertising. You are all invited to serve on the advertising committee. Please mention the National Secretary when you send orders to companies.

A definite statement of receipts and expenditures is not available at the date this report is requested. However, the present indication is that advertising receipts will care for the expense of printing and mailing the National Secretary through 1942-43.

THE NATIONAL SECRETARY

Anne J. Critchlow

It is impossible, at this time—before this final issue has been printed, distributed and accounted for, to give a detailed annual report of THE NATIONAL SECRETARY. There is little to say in a report by the editor. She hopes that the magazine has served in some way as the

(Continued on Page 26)

My Experience With School Clerks

ALICE R. WOLFE, Coordinator

Morey Junior High School, Denver, Colorado

My first experience with the school secretary came some years ago when I fumbled my way into the high school office one morning in August, as green as the country grass from which I had so recently come. In my hand I clutched an eighth-grade "diploma," which only the insistent advice of my mother prevented from flaunting trailing ribbons of red and white—my grade school colors. "You'll want to take Latin and Algebra," said that efficient woman, the secretary. Thus was laid the foundation of my academic career through high school and college. Never have I questioned the wisdom of her choice for me. Though it led me through the bewilderment of plane and solid geometry, it also opened for me the delights of Vergil. I wonder how many programs have been shaped by the sound advice given in passing by the clerks or secretaries in a school office?

My second noteworthy contact with school clerks and secretaries began when I entered the office one late August morning as a timid probationer teacher, fearing the custodians, the children, the "boss," the advisers, the strange faculty, the size of the building. Only our office force saved me those first six weeks. "You'd better do it this way," one of them would tell me kindly; or, "You should ask the girls' adviser about that;" "The principal likes it this way."

Encouragement, advice, guidance to the new teacher smoothed the path. Finally I got over my initial fears. I knew that "the girls in the office" prevented many mistakes on my part. They reminded me to get in reports on time; they forced me to be accurate in my roll taking; they taught me to count my home room numbers, usually by experience, because I just had to do it over again when it didn't come out right the first time. I felt I couldn't face their disapproval if I forgot to mark Jim Jones absent or counted

Dale Smith as a boy when all the time she was a girl.

It was our secretary who comforted me, via telephone, when I was out of school a week with my first year flu. It must have been she who notified the Courtesy Committee so they could send me the flowers that cheered my sick bed. It was the office clerk who called me to the phone to hear the message that my best friend had died. One of the girls soothed me when my hurt feels welled over into tears after a stormy interview in the inner sanctum.

When I became a guidance teacher I found a new relation with the office force. The keen and canny eye of our attendance clerk has nipped many a truancy in the bud and uncovered others already a *fait accompli*. She is always a willing Sherlock Holmes to run down my teacherly suspicions of peculiar absences. She prepared my mind to help the child who had just lost a parent or a sister through the first day of return to school.

Sometimes, I wonder if the office force doesn't do as much coordinating as any coordinator? It is our clerks who get me to department meetings on time, who find time to get me into the office to see the principal, who remind me to remind my committees to meet, who get me to meetings at the Administration Building. They cut my stencils and mimeograph the reports which look so efficient in the hands of the faculty, the unit outlines which save the classroom work of many a guidance teacher. They fix the stapler so it works and give me carbon paper; the school program, endless lists of pupil's names. They get war stamps in my denomination and order my bonds. They lend me money when I've forgotten my purse and find my room keys when I mislay them. They lose their temper with me so infrequently that I sometimes forget they are not efficient machines, but people with frayed nerves and a runny nose now and again like me.

In Appreciation of Your Friendship and Cooperation

HELEN K. AITKEN

Director of Membership

Los Angeles, California



Helen Aitken

To the members of 1942-43, appreciation is extended for your loyalty, interest, and cooperation; and for your vision in realizing how much it means for school secretaries to keep their National Organization alive! America grew from thirteen small colonies to the great country that it is today, due to the vision and effort of her early countrymen who never lost faith nor dropped their banners, even in the most trying hours; and you members of long standing have shown this same type of faith in the National Association of School Secretaries. Particularly is your help needed now and next year if this organization is to survive. We have lost many school secretaries to other fields of endeavor, lowering our membership considerably. The situation is serious, for no association can survive without adequate membership, and it is up to us who know the value of the National organization, to continue building its membership. Just holding on ourselves isn't enough. We must contact and interest the new office employees in our respective school districts, making it clear to them why they, too, should join!

Let's not lose the voice we have established, the recognition we have gained, and the progress we have made since our organization in 1934. The pride we have in our jobs and the work we do, if nothing else, should insure the continual increase of membership in the local, state, and national organizations which represent us in the educational world. It is most satisfying to be in a line of work in which real pride can be

taken. School secretaries are as necessary to the schools as are teachers and administrators. We are part of a wonderful system of public education, through which the Light of Learning is available to all people living here, and through which 'the people may know the truth, and the truth will make them free'!

So, as long as you are working for such a worthwhile cause, give it everything you have, and take an interest in everything connected with it.

Local, state, and the national associations of school secretaries were organized for the purpose of giving the best service possible by all school secretaries, to the educational system of the country, and to secure for such secretaries justifiable recognition and benefits. Therefore, everyone of us must agree that these organizations deserve our individual support and cooperation. So next year, in addition to your own, pledge yourself to secure the membership of other school secretaries in your particular district for the National Association.

There are over fifteen thousand school clerks and secretaries eligible to join our association! Yet, last year our membership totaled only 1,475—and this year the figure has dropped to 1221.

In every group there are those who advance at the expense and effort of others, but surely out of fifteen thousand, we can find more than ten percent of the country's school clerks and secretaries with backbone, interest, and pride enough to shoulder their share in maintaining their local, state, and national professional organizations!

Down through the ages, the voices of many great men have carried the same message, which we know to be a definite truth, 'Union Gives Strength!'

LISTENING-IN

To those LISTENING-IN:



Connie King

This is a summary of the news — or perhaps I should say news letters and newspapers! This splendid method of acquainting all secretaries in your district with news concerning their friends, their jobs, and their future, deserves your close scrutiny and careful consideration. Do you have such a paper for your association? See what others are doing.

Your Collecting Cub.

School Daze is printed in blue ink on 8½ by 11 inch paper, a single folded sheet but full of news, by the printing department of the Beverly Trade School in Beverly, Massachusetts. It has this to say about the association:

"Who is eligible for membership? All persons engaged in clerical or secretarial work in educational systems of Massachusetts or organization concerned with education.

"How can one become a member? By payment of the annual dues to the treasurer.

"How much are the dues? \$1.00 per year.

"When does the year end? The fiscal year ends with the annual meeting in April.

"Number of meetings—There are three regular State meetings held on the second Saturday of October, February, and April; and one district meeting held on the first Saturday of December in each one of the five districts of the State.

"Change in date of meetings—When-

ever a meeting falls on a holiday or within a holiday week-end, such meeting is postponed for one week.

"Place of meeting—The Program Committee selects the place for the October, February, and April meetings. The representative on the Executive Committee from each one of the five districts determines the December meeting place for that particular district.

"Publication—At present the association publishes a paper called *School Daze*, three times a year—October, February, and April. It is mailed to members free of charge."

Officers for the Massachusetts Association for this year were Evelyn R. Gummer, President, Shrewsbury; Elizabeth Zurba, Vice-President, Norwood; Grace Farrell, Recording Secretary, Revere; Marie M. Callahan, Corresponding Secretary, Lynn; Alma W. Littlefield, Treasurer, Newtonville; and Reta G. York, Associate Editor of *School Daze*, Beverly. At the annual meeting held at Hotel Vendome in Boston, Elizabeth Zurba was elected president for 1943-44. Miss Flora Jacobs of Simmons College talked on "Poise and Personality." Mrs. McGrath from Weymouth had charge of the entertainment for this April meeting.

School Daze also reports a new WAAC, Evelyn Walters; a new WAVE, Eileen Dempsey; a new bride, Ellen England; and reviews of three new books by Myrtle Rice. Tucked in a corner is this sympathetic story. "I hope you're not afraid of microbes," apologized the teller as he cashed the school secretary's check with soiled currency. "Don't worry," said she, "a microbe couldn't live on my salary."

New Jersey's Publication

Then there's the five or six page, mimeographed, 8½ by 11, yellow and green paper publication of New Jersey's news. March saw the number 3, volume 6, issue with Elizabeth M. Teel, Editor, from Nutley; Marie Kierner, Chairman of Mimeographing, Roselle; Veronica Schomer, Chairman of Mailing, Union. A glance through the pages shows us that the New Jersey Association was "organized in 1937 by a group of 37 pioneers and last year had an enrollment of more than 500 members representing over 130 districts."

"Two meetings are held each year, one in the fall and one in the spring, in different parts of the State.

"Bulletins are issued bi-monthly during the school year.

"Tenure for school secretaries was secured in 1938.

"The Association affiliated itself with the National Association of School Secretaries in 1940, and always has representation on the policy-making council of this Association.

"Personnel administration policies affecting the salaries, hours of work, and provisions for vacations and absences for illness have been surveyed and the results published.

"The Association purchased its first \$100.00 United States Savings Bond in June, 1941.

"The Association this year joined the 10% Club. Ten percent of every dollar dues collected for memberships will be used to buy War Stamps. These War Stamps will be used to purchase bonds and thus add to the balance in the Reserve Fund.

"The Association is vitally interested in the possibility of obtaining pension benefits for school secretaries throughout the State."

Officers of the association are President Florence Garretson, Scotch Plains; Vice President Anna M. Gloor, East Orange; Recording Secretary Anita Hepworth, Passaic; Corresponding Secretary Ruth Treadwell, Glen Rock; Treasurer Helen B. Shiffert, Phillipsburg; and Past President Emma A. Rowles, Princeton.

There are five members-at-large, and twenty-one enrollment committee chairmen for the counties under the state chairman, Anna W. Moore, of Pennington.

Book reviews by Eva Badagliacca, Marjorie Wilson, and Irene G. Sarsynski enliven the issues. Perhaps, to be truthful, we should say two book reviews and one essay review since Marjorie Wilson writes of E. B. White's essay, "One Man's Meat," in November Harper's magazine.

New Jersey has four WAACs on their honor roll for the secretaries.

A school administrator, Fred C. Shottwell, supervising principal of schools in Franklin, N. J., pays tribute to the sincerity and the excellent objectives of the group "designed to contribute much to the general educational welfare of the state."

Marie Saxer, Stephanie Maksym, and Muriel Lowe share their solution to the problem of the interruption of lessons by notices sent to the classrooms of large schools—particularly high schools. They have a "Daily Bulletin" operating under these rules:

"1. All notices have to be sent to the office by 3:30 the day preceding the meeting.

"2. The Bulletin is printed on a master sheet, run off on our duplicator machine and each teacher receives a copy in her mail box.

"3. These notices are read to the pupils at opening exercises the following morning."

This Daily Bulletin contains club notices, notices from the central office, the principal, advertising for school plays, war bonds and stamps, Red Cross and other notices.

Miss Cecelia Kernan speaks to the New Jersey Association at their luncheon meeting in May, telling the group about the places and peoples in the Far East, South Pacific, and England, where many relatives and friends in the armed forces are now stationed.

Pittsburgh, Pennsylvania

Marie E. Hamel, president of the Pittsburgh School Secretaries Association,

mimeographed a news letter to all the members of the association thanking them for the close cooperation which made possible the **all-time high of 156 members** in the association. These members are responding to the Red Cross call for donors to the blood-bank and had twenty-three donations to their credit by February 22. Dot Armor has been a donor four times!

With two dinner meetings, a fashion show, and a business meeting at which reports on the salary issue were made, the association looks forward to a reception at the Metropolitan Y. W. C. A. Dot Armor is the social committee chairman, and it is hoped she will not be too weak from her blood bank contributions to handle such a gala affair!

Denver, Colorado

The winter issue of *What's New*, the bulletin published by the Denver Association, is edited by Shirley Sibley and her associates, Monica Rourke and Bertha Norman. Freda McClintick is the paper's artist. *What's New* carries articles by Superintendent Charles E. Greene, Alice R. Wolfe, coordinator at Morey Junior High School, Aubrey T. Bennet, principal of Ashley-Montclair School; quotations from the Los Angeles Secretaries Association *Newsletter*; and "Time Saving Hints"; news of former members of the association, new secretaries welcomed, changes of secretarial corps, announcements of one wedding, five engagements, and eight graduations in the Red Cross Standard First Aid Course among the Denver secretaries. 55 memberships in the National Association were reported in this issue.

The quotation from Carlyle, "Our business is not to see what lies dimly in the distance, but to do what lies clearly at hand," seems to be the motto of this fast-growing group of girls who have the knack of putting first things first!

Denver's officers are president Rita Putnam, vice president Marion Macken, secretary Lois Norton and treasurer Josephine A. Coffey.

Remember our delightful hostess-president, Rita Putnam, in Denver? Her

brother, Captain Robert Putnam of the Marines, was cited for bravery in a bayonet encounter with the enemy. He is mentioned in the book, "Guadalcanal Diary."

Arizona

School Secretaries News—a duplicated bulletin published every so often by the School Administrative Assistants of Arizona is chocked full of news items, interspersed with amusing stick figures. It is edited by Mrs. Rachel Maynard, President.

A newspaper clipping from Phoenix tells of the local association of school secretaries luncheon meeting at the Arizona Club. Miss Anne Alkire discussed juvenile delinquency and said one of the principal causes, in her opinion, for the sharp rise was the general war unrest. Mary Blackburn and Mrs. Leola Davis had charge of the luncheon arrangements. President Warda announced that the next meeting would be held at the home of Miss Marion Elliott.

Arizona has about twenty-five members in the National Association, which seems an excellent percentage considering the changes in positions, etc.

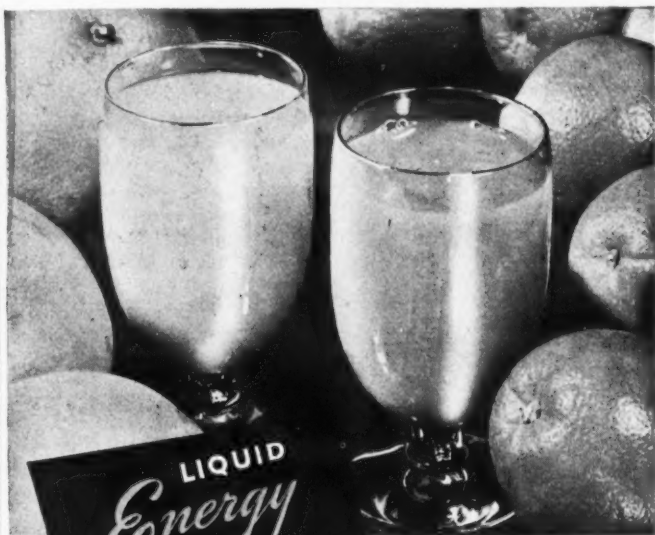
Arizona secretaries were not included in the recent teacher retirement law just passed. Many states have included secretaries in similar laws. If your state includes secretaries in teacher-retirement legislation, will you send pertinent information to Mrs. Grace B. Holt, sectional chairman, Phoenix, Arizona?

Iowa

Welcome to the honor roll of secretarial organizations! At Des Moines in November, the Secretarial Association of the Iowa Public Schools held their second meeting. Forty members, including eighteen from cities other than Des Moines, met to officially name and adopt the constitution. The following officers were elected:

President Grayce I. Elliott, Ames
Vice President Io McGilvra, Des Moines
Secretary Elizabeth Munson, Clinton
Treasurer Francis McFall, Cedar Rapids
Virginia Wirt, Betty Aulman, Arlene

(Continued on Page 32)



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Your Convention Comes to You

(Continued from Page 18)

mouthpiece of the officers and members of the association. It is her desire to let it broadcast to members, prospective members, and friends the purposes and ideals of the association and so to enlarge its membership and increase its prestige.

The business of publishing a magazine is difficult for a novice. It could not have been done at all if every officer and committee member had not cooperated to the nth degree. But even the cooperation of officers is not enough. Members at large have bolstered us up in hours of depression by appreciative letters and helpful suggestions. Girls close at hand have spent hours preparing the magazine for mailing. The printers (Arrow Press of Salt Lake City) and especially the printer's representative, Mr. S. N. Maughan, have worked carefully, patiently, and accurately.

The editor takes this opportunity to thank you all for bearing with her this year and for the privilege of doing this work for the association. She is sad that each member of the association cannot benefit from the magazine to the extent that she has benefited. May it hold us all together until that future time when we may join each other again at another convention.

COMMITTEE ON ELECTIONS

Constance King, Chairman

Article IV of the By-Laws of the National Association of School Secretaries reads as follows:

"Sec. 1. There shall be an election previous to the annual meeting to fill all vacancies among the officers and the Executive Committee. Election shall be by written ballot. A majority of all votes cast shall be necessary to elect.

Sec. 2. The Election Committee shall nominate in writing candidates for each office to be filled. These nominations shall be mailed to each member of the organization in good standing on or before May 15. Names of other candidates may be written

in. All votes shall be completed and returned to the Chairman of the Election Committee as indicated on the blank forwarded."

The officers to be elected at this time are:

Vice President (in charge of membership)

Vice President (in charge of affiliated groups)

Recording Secretary

Two members of the Executive Committee

The Committee on Elections had hoped to publish in this issue a complete ballot for the use of all members of the association, thereby saving the cost of postage. However, the time allowed proved to be too short to communicate with candidates, receive their answers, and obtain the personal information so vital for intelligent and interested voting. The ballot will, therefore, come to you separately, either by later mail or inserted in your copy of the magazine.

The Committee on Elections feels its responsibility to the membership to select representative candidates—as to ability, as to membership distribution, and as to locality! We know that all of the voting membership cannot know all of the candidates personally. We, therefore, have prepared "thumbnail" sketches of the candidates, giving some of the outstanding qualifications of each one, to accompany the ballots.

You are urged to exercise your privilege to vote. You are urged to vote thoughtfully, bearing in mind the manner in which the officers will represent all sections of the country and the backing they will have of a large percentage of the membership.

If you do not vote to express your wishes, you will lose the privilege of "growling" about the office holders you might have elected.

The committee is composed of Elizabeth Boone, Michigan; Alberta Cordier, Colorado; Florence Garretson, New Jersey; Bettye Wells, California; and the chairman.

Mail your ballot immediately to

Constance King

John Marshall High School

Richmond, Virginia

TREASURER'S REPORT

Edna Atkinson

September 18, 1942 to April 12, 1943

*Balance beginning September 18, 1942		\$ 804.67
Receipts:		
Dues	\$1,240.00	
National Secretary	1,082.50	
Miscellaneous	20.00	
		<u>2,342.50</u>
Expenses:		\$3,147.17
Postage:		
President	\$ 5.25	
Secretary	69.49	
Membership	79.91	
Other	8.54	
		<u>\$ 163.19</u>
Stationery, Telephone, Telegraph, etc.		
President	\$ 6.60	
Secretary	21.48	
Membership	87.11	
Other		
		<u>115.19</u>
Traveling:		
President	\$	
Other		
		<u></u>
Conventions	\$ 2.10	
National Secretary	1,133.13	
Miscellaneous	72.48	
		<u>1,207.71</u>
		<u>1,486.09</u>
BALANCE April 12, 1943		\$1,661.08

*Includes \$100 in advertising for 1942-43.

The spirit displayed by our three new chairmen, as well as by most of those already on the job, has made me feel that, in spite of war conditions, the people in school secretarial and clerical jobs are showing a loyalty to their jobs and an interest in the future welfare of our Association that is not only commendable, but heartening.

Our objectives—service, recognition, information, fellowship—are ever before us. Never have we been given such opportunities to serve the schools and communities as during this war period. Rationing and registration are some of the extra services cheerfully rendered by school secretaries. Through these ser-

vices and through our National Association, we have gained recognition. We can gain more recognition by increasing our membership and by making the National Association of School Secretaries a group of 10,000 or more individuals united for a common purpose. In unity there is strength, and through strength we can begin to accomplish and enjoy some of the tangible things we have been striving for since our organization was born—things we so rightly deserve—adequate salary schedules, tenure, and a niche in the educational field. We must continue to raise our standards, and eventually all our aspirations will be realized.

Betty Zimmerman, President



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Education in a Relocation Center

(Continued from Page 12)

On September 11, 1942, the first group of individuals began arriving at Topaz. They continued coming, five hundred a day, until nearly nine thousand had arrived. Their new community, for a while the fastest growing settlement in Utah, is located in the central part of the State, sixteen miles west of Delta in Millard County on nineteen thousand acres of land, bought by the federal government for this settlement. Much of it will be brought under cultivation. Near the center of this tract a one mile square guarded by a small military unit has been fenced off. Here the Japanese Americans have begun in many ways a new life. Their homes are improvised army barracks. Their meals are provided in large dining halls, each serving more than two hundred individuals. Their work is largely that essential to keeping such a community in operation. Doctors, lawyers, nurses, garage mechanics, firemen, policemen, all are there. Nothing of importance is missing. Education, especially, occupies an important place in their lives.

At the outset school buildings were not available, though plans called for them subsequently to be built. This did not deter the people. At a mass meeting called for that purpose they voted to use residence buildings for schools even though this meant that housing for ordinary living would thus be more crowded. W. R. A. regulations provided for an adequate staff of Caucasian teachers. The shortage of such teachers in the country generally made it impossible immediately to fill all these positions. Nevertheless, from among the people temporary teachers were selected and the schools started on schedule. In adult education, a Caucasian director was appointed. Within the space of but a few weeks many groups were organized under his direction. Led by Japanese-American teachers they began the study of art, music, clothing, mathematics, English and numerous other subjects. Enrollment figures of adults alone exceeded three thousand. At the other end of the ladder nursery schools too, were popular. Two residents, Amer-

ican born Japanese girls, both graduates of Mills College with majors in Child Development, had organized this division at Tanforan and now continued their work at Topaz, putting their training to immediate use. Others were selected to help them, and soon two-hundred children ages two to four were meeting regularly.

The elementary and secondary schools are typical of those in any American community. Though some of the physical facilities for education are primitive, the attitude of the pupils is generally excellent. Practically all of them are American citizens born in the United States. Their percentage of attendance is high. In the junior and senior high school scholarly interests are evident. Six languages are spoken. Five are taught. Mathematics is popular. So also are art and the industrial subjects. School activities are those of a typical high school. Armistice Day produced a student oration expressing the hopeful ideals of adolescents in all our schools. Christmas time brought forth a high school chorus which sang carols with real sincerity and unusual ability. Other student activities are equally good.

Truly, these unusual schools are normal ones. They reflect America's belief in education. They seem to show that more often than not orientals born in America become increasingly like us. They have displayed and will continue to display a great faith in democracy and its ideals. In providing a system of education for the relocation centers, America has pledged itself to keep that faith alive.

Recipe for a Secretary

S - incere in her actions,
E - arnest in endeavor,
C - ourteous at all times,
R - eady to serve,
E - nergetic in her work,
T - actful in her speech,
A - ccurate in her methods,
R - esourceful in her methods,
Y - elding to the right.

—Clara Sperling,
Secretary to President,
Northern Illinois State
Teachers College.

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GREEN PASTURES

Do those far pastures called "war production plants" look much greener to you than your present spot? Then you would have been intensely interested in the talk given to the Los Angeles Secretarial Association by Miss Hilton, an inspector for the State Division of Industrial Welfare.

What happens when the women insist on wearing their wedding rings, or not wearing goggles and keeping their hair tied up? Why must separate restrooms be provided for factory and office staffs? Why must the girls wear their coats when polishing the cases of magnesium bombs—and why must the cases be polished, anyway? All of these, and many other questions were answered as Miss Hilton told us of many experiences she has had while inspecting the conditions under which women work. One item she was not able to explain, but says it is frequently the case—the 90 pound woman, be she 19 or 63 years old, does the heavy physical work, while the Amazon, broad as a house both ways (quoting Miss Hilton) is either standing watching a machine work, or else doing assembly work on fine wires.

In spite of every precaution taken to make machine-work safe, the carelessness of the operator often causes accidents. There was the girl, for example, who was working without her goggles. An examination of her record in the Personnel Office showed that she was working for the first day after spending two weeks in the hospital having metal filings extracted from her eyes.

The matter of salaries was also discussed, Miss Hilton explaining that though 60c an hour is the beginning wage in only a few cases does it go above 70c. In only a few of the larger plants where the basis is "cost-plus" is there over-time at time-and-a-half. Most of the small plants cannot afford this expense, so work is on the 40-hour week basis. Where over-time is put in, the disadvantages apparently greatly outweigh any monetary advantage.

We all thoroughly enjoyed hearing this timely talk on "Women at Work" and felt more content with our own jobs in the "de-glamorizing" light of Miss Hilton's information.

—Bettye Wells

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Used to be, the teacher taught 'readin', 'ritin', and 'rithmetic! Gone modern now, she struggles with "registration, raids, and rationing."

Tulsa Teacher

The Georgia Association of School Secretaries held its annual meeting in Atlanta on March 6. Thirty-six girls attended, much to everyone's surprise. In the words of the reporter, "we thought our expectations were running rampant when we had hoped for a gathering of twenty-five. It was gratifying to have to 'make room for more' and to have twenty of the thirty-six present coming from towns outside Atlanta."

"A good secretary must combine the qualities and capacities of a stenographer plus a receptionist plus an information bureau plus a filing clerk plus a diplomat plus a confidential adviser plus a doormat plus anything else needed."

—Secretarial Science—Doutt,
Business Publications, Chicago, 1942.

Use of a notebook to keep the dates and time of important meetings, use of the building and etc.

I do not think it is good for anyone to be always sensible. Not that anyone is always sensible—on the contrary; but most of us think we are. It is from this illusion that we require a holiday, in fact, several holidays, and were I an autocrat, I should make such holidays periodical, like the festivals of the Church; for, as Sir Thomas Browne says, "Many things are true in Divinity, which are neither inducible by reason, nor confirmable by sense." Doubtless I shall be alone in this amiable wish, since we live in a practical and businesslike age, and have little time to cut capers. Material success is our aim, and nonsense has nothing whatever to do with that aim. Nonsense is shy of success, even of its own; and I believe this shyness is due to certain delicate and even fairy-like qualities which are apt to become soiled in the market-place—as what thing does not?

—Holbrook Jackson.

LISTENING IN

(Continued from Page 23)

James, Doris Hall, and Meta Cortes participated in the meeting. The girls say the association will be like their corn—the biggest yet!

Washington, D. C.

The *Bulletin* of the Secretarial Association of the Public Schools of the District of Columbia. Grace E. Robinson, Editor.

There are other publications for and by secretarial associations which have been previously reported in this column. There's the Vermont publication issued in Burlington; Los Angeles has a *Newsletter*.

This plan works so well that the news-

hungry secretaries are willing to do the extra work necessary for a successful publication. As a matter of fact, they report that working on a common project makes real friendships grow out of such cooperation!

Elizabeth Connelly, state chairman of Montana, has joined the WAAC's and will leave about May 1st. She writes: "If there is any way that I can help, even while I am in the service, I will be glad to do so. I hope to be back in school work after it is all over—and let's hope it won't be long." Good luck, Elizabeth!

Margaret Kernan is Home Service Representative of the Red Cross in Salem City. Four of them work together in the County—connecting link between the man in the Armed Forces and his family. Peg says "it is a 24 hour job, 7 days a week."

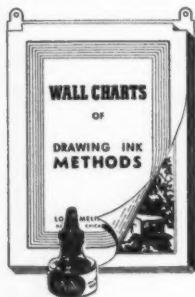
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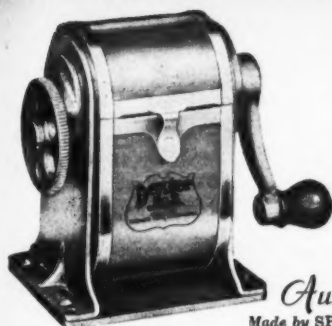
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Georgia Secretaries: Can you answer "yes" to all of the following questions?

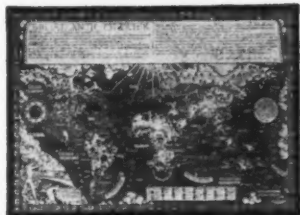
1. Can you work under pressure?
2. Do you use discretion?
3. Are you tactful and diplomatic?
4. Do you make your work a profession?
5. Have you vision to see beyond the task ahead?
6. Are you efficient without losing the touch of human understanding?
7. Have you the capacity to be everywhere (mentally)?

—From the program of the Sixth Annual Convention of the Georgia Association of School Secretaries, March 6, 1943.

Wouldn't the "Yes" girl be a Georgia peach?

A retirement bill for Georgia teachers was passed at the last session of the Legislature. The secretaries were omitted from the bill. The Georgia secretaries pledge themselves to "keep busy until they succeed in doing something about it."

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And pondered them with care,
Then washed with trembling fingers
My rayons, precious pair.

"After days and days of drying
(Or so it seemed to me
Who'd been so spoiled by nylons),
They were ready for a spree.

"Still mindful of directions,
I put them on one day;
Set out in gay good humor—
But changed my tune—I'll say!

"I drooped at knee and ankle,
My shoes felt over-stuffed
(My rayons were relaxing)
My ankles were be-ruffed.

"Now hark, I'm not complaining,
It is my rightful share,
It is my badge for Victory
When sloppy hose I wear."

Ruth Treadwell
Glen Rock, New Jersey



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Time Saving Hints

To correct a mistake made on a duplicator master sheet, I find it quickest and most satisfactory to type the correct word or letter on the lower margin of the sheet, cut it out and glue it over the mistake with **rubber cement** (ordinary paste usually smears the blue carbon).

Sometimes carbon copies are indistinct and hard to read. Try putting a piece of white paper back of the carbon when you're copying from it.

On storage shelves I find a label, hand lettered in large black letters on Scotch tape and attached to the edge of the shelf helps us all to find things.

In mimeographing, it is very helpful to keep a copy of everything run off. This is especially true of notices sent to the homes.

If you are making more than one carbon copy at a time, cut off a small corner at the upper, left-hand corner of all carbons. When you have finished the typing, it is easy to hold all the typed copies at the corners where the carbon has been cut away and then pull or shake out all the carbon sheets at one time.

Make one more carbon copy than is requested.

Keep a small piece of fine sandpaper handy to clean and shape erasers.

The Arizona secretaries are boosting a refresher course in Gregg Shorthand to be given at the University of Arizona summer school. The hour of the course "is from 7 to 8 in the morning, five days a week, so local secretaries can take the course before going to work!"

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PEARL HARBOR—1942

There was a strained silence but a year ago;
Dawn that lagged late across the western sea
Was sick. And close on her came He
That nameless, Shameless One. He spoke. Below,
Daylight and death dropped like a bloody snow.
And that rich title which we held in fee,
And much dominion ceased to be free,
But fell slave to the slave. And great our woe,
But greater with the days . . . Then came a sound
Little at first but mounting to a blast,
A shout tumultuous shaking the dull ground,
A whisper to a roar, until at last
The despot's cringing ears pulse to the dread,
The thunderous crying of the living dead.

Our hero dead do cry. Though lips may rest
Faded within the silence of the grave.
What though the heaving of the restless wave
Forms their fine sifting shrouds. Though life's request—
Ah earth how little—these are Glory's best—
At end may lack what even heroes crave.
This word of writ remembrance: "One who gave
His all (by name) sleeps here." Yea, the blest
Do cry. By night and by the day they cry;
"Roll the tough tocsin, let the bugles peal,
Let the long smoke of battle etch the sky,
Give ardor wings, let justice lay the keel,
Let liberty raise up triumphant head,
Else we become but silent, futile, dead."

And we *do* answer: "We have drawn the sword
And smote the anvil 'til it edged the steel;
Put living wrath into the groaning wheel;
Delved the deep earth; and shaped its eyeless hoard;
And sowed, and reaped, and spun. And what the Lord
Gives us strength, we strain. And our wroth zeal—
It is *our* lips, *your* voice, the thunder peal
That breaks the ears, that shrinks the souls abhorred
Of tyrants doomed . . ." This morn the dawn lies chill,
Across the sea. The Nameless One is grim,
Yet grimmer far the hosts of the great will—
Singing aloud resurgent freedom's hymn—
The living will we take from those who bled,
Who are no longer silent, futile, dead.

William M. Lamers
Assistant Superintendent
Milwaukee Public Schools

(From Victory Reporters' Bulletin Vol. 1, No. 3, Wisconsin Council of Defense.)

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FLOWERS ON LETTERHEADS

Word has just reached us that Helen Hixon has been ill since the Denver convention and on leave of absence. Those of us who have attended conventions will remember Helen's enthusiasm for the association—and her interest in everything around her. Some of us remember her membership letters—filled with flowers and birds and original designs of all kinds. She has been membership chairman for Wisconsin and has done a fine job.

Helen has developed a special kind of decorated stationery which she is now spending her time producing. According to the *MILWAUKEE JOURNAL* of April 11, 'the new stationery is the usual folded sheet of note paper, but its bit of decoration is different. Gay little flowers bloom on each sheet, flowers which prove to be, on close examination, made of fabric. Cut out from cotton dress and apron materials, they have been pasted down on the paper and then embellished with lines and scrolls done in ink to complete

the graceful motif. Sometimes the flower is worked into an initial.

"The creator of this new stationery, Helen Hixon, is the wife of Orlin F. Hixon and for thirteen years she had been a secretary in the Wauwatosa school system. Last July she attended the National convention of school secretaries in Denver and on the way home became ill. Since then she has spent most of her time in bed and much of it flat on her back. Now, however, she is able to be up and to walk around the house a bit and to have short sessions at her work table."

Helen also makes an attractive N.A. S.S. "Reminder Booklet for 1943" which could be used in a membership campaign or as a favor at an association luncheon. She does her work at home—2134 N. 66 Street, Milwaukee.

She loves to receive letters and promises to answer as soon as possible all letters that come from her association friends.

Good luck to you, Helen, from all school secretaries!

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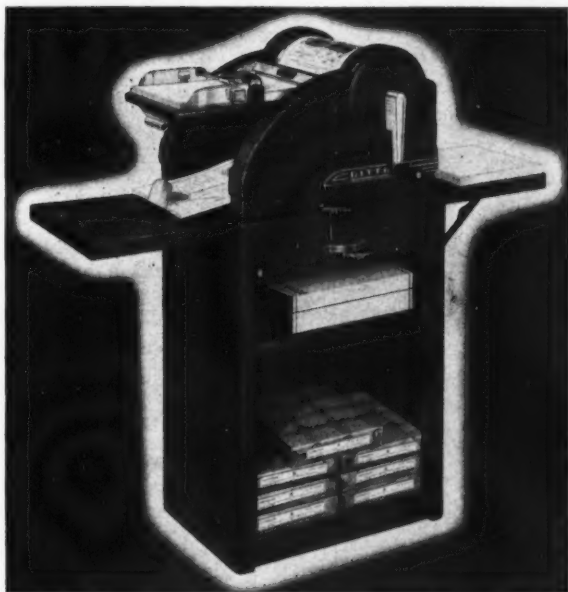
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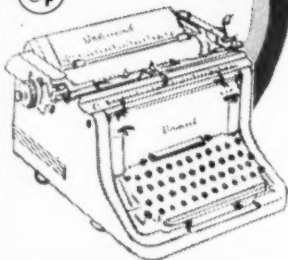
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REQUISITES OF A GOOD CLERK

By Aubrey T. Bennet, Principal
 Ashley-Montclair, Denver, Colorado

A good clerk is a very definite asset in any school. She is capable of contributing greatly to the efficiency and cooperation of the organization with which she is associated.

Mechanical efficiency is in itself important. Accuracy in reports, scholastic and financial (especially in this time of War Stamp sales) contributes greatly to the smooth-running administration of a school. Under this same general heading might also be included typing ability, neatness in office-keeping and other vocational qualifications commonly associated with clerks and secretaries.

But first and foremost, she should have a genuine liking for her work. She should recognize the importance of her position.

Many of the initial impressions that patrons, pupils and teachers gain of a particular school or school system are gained through their first contact at any given school. Frequently, this first contact is made with the clerk, either in person at the school, or over the telephone, so the character of the impression depends, to a great extent, upon the ability of the clerk to make it favorable or unfavorable.

Most of her dealings are with people—pupils, teachers, parents, custodians, administrators—all the personalities that, together, go to make up the modern school and make it "click." A school clerk is not isolated, as in many offices or plants, to do typing, filing or miscellaneous other clerical routine. In many schools she occupies the front desk and it is with her that the public first confers. Consequently, she should have and further develop the ability to get along with people. Probably this is the most important though the most frequently neglected characteristic in clerical training.

Of prime importance too, are versatility and the ability to adjust to new duties. One day may mean helping with gasoline rationing or collecting and preparing a bank deposit, the next may be spent pre-

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paring announcements for a school play or mimeographing unsupervised material for a primary teacher. Possibly both of these may be crowded together when reports are due (what a day!)

It is always the unexpected that makes school life interesting. Sometimes these experiences are a bit disconcerting. A person that can react calmly under pressure and deal with these unexpected situations is worth her weight in gold. But, unfortunately, there exists no formula for developing that characteristic — it must be a "natural."

Patsy Stafford, a member of the Phoenix association, has finished her basic training as a WAAC and has been assigned to an administration school in Fort Des Moines, Iowa.

"The cheerful man will do it in the same time, will do it better, will preserve it longer, than the sad and sullen."

—Carlyle.

No Goat-Getters

The president of the school board banged his fist on the table. He had just heard the superintendent's report on retardation.

"This is terrible," he roared. "In my business we demand and get perfection. We should expect nothing less in the schools."

"What is your business?" meekly inquired the superintendent.

"I manufacture kid gloves—and we get perfection."

"Yes," replied the superintendent, "but in your business you can pick the kids."

The meeting adjourned.

—School Board Journal

Spanish Proverb

You cannot catch fish without getting your pants wet.

Mildred Funk, former member of the executive board, is with the Civil Air Patrol, Detroit, in uniform! Her address is 11100 Connors Avenue, Group 634, Headquarters, Detroit, Michigan.



Miss Secretary:

When you hear Visual Education being discussed remind your friends that *Erpi Classroom Films Inc.* is the World's leading producer of Instructional Sound Films.

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The color prints are available mounted on cardboard with bevelled edge, and varnished by a new process that simulates the actual painting; complete with attachment ready to hang on your wall.

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Cadmus Books have been carefully selected by eminent educators from the existing lists of thirty of the leading publishers. Cadmus titles are not new and untried, for each one has been tested for at least five years. The books are bound in gay picture covers of water-resistant cloth with special reinforcing to withstand hard wear.

With the cost of books constantly rising, due to wartime manufacturing costs, Cadmus Books are now more than ever before the best investment for schools with limited budgets. The average cost of Cadmus Books is still only 84 cents each. Send now for our free booklets, outlining in full the Cadmus program for elementary and upper grades.

CADMUS BOOKS

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NEW YORK, N. Y.

The desks of the secretaries varied.
You could tell the kind of girls who sat
at them. Some of the desks were grimly
ordered and had a flat-heeled look, and
some had little trails of powder around
and smelled of perfume.

—From Georgia Association
of School Secretaries.

This is a "contribution" from Mr. Ralph
Ramsey, Executive Secretary of the Georgia
Educational Association.

The little dachshund was so long
He really had no notion
How long it took to notify
His tail of some emotion.

So while his eyes were full of woe
Because of present sadness,
His little tail went wagging on
Because of previous gladness.

Streamlined, Too

Professor: "This is the stadium."

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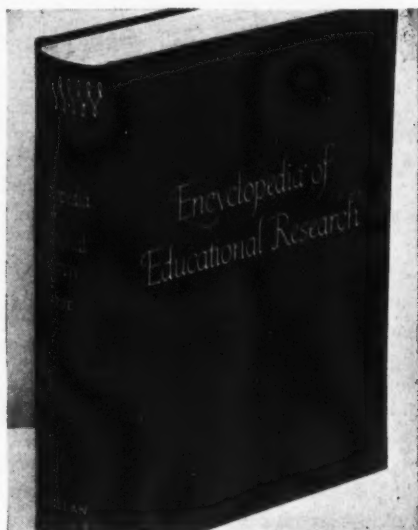
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(Continued on Page 49)



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